Position Description

	Agency Number
Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services. CHECK ONE: ☐ NEW POSITION ■ EXISTING POSITION	

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Office of Information Technology Services - DCF	9. Position No. K0150657	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) DBA II	
3. Division ITS - DCF		12. Proposed Class Title	
4. Section Application Development	For	13. Allocation	
5. Unit Tools and DBA	Use	14. Effective Date	Position Number
6. Location (address where employee works) City Topeka County Shawnee	By	15. By	Approved
7. (circle appropriate time) Full time X Perm. Inter. Part time Temp. %	Personnel	16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM	Office	17. Audit Date: By: Date: By:	

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	**Title**	**Position Number**
Katherine P Harris	**Systems Software Supervisor**	**K0058914**

Who evaluates the work of an incumbent in this position?

Name	**Title**	**Position Number**
Katherine P Harris	**Systems Software Supervisor**	**K0058914**

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

a.) The employee has latitude in developing goals and in setting progress and projection deadlines to meet business goals and outcomes.

b.) Instructions, methods and guidelines are given to the employee through vendor training classes, information technology manuals on the assigned software, and documentation. This is considered full performance technical work.

c.) Assignments are received with some instruction with respect to the details and results expected. Work is periodically checked for progress and conformance to established policies and requirements.

21. Describe the work of this position <u>using the page or one additional page only</u>. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time			
1	20%	E	*Install, develop, configure and maintain data structures, databases and database software* consistent with the organization's information architecture, data security requirements, and data storage and performance requirements of business applications. Conducts feasibility studies related to database development, designing, implementing and modifying databases. Establish or perform procedures for *distributing stored or processed data*, in the format and medium needed by users, with security protections appropriate to the data content and transmission method. *Integrates systems through database design. Reviews logical data models and makes recommendations for design improvements*. Responsible for the transformation of data models from the logical to physical form. *Store, retain, archive, restore or dispose of data* in accordance with user needs for access and organization requirements for managing electronic records; periodically test the recovery of data from backups. DBA will be evaluated on developer, project and service requests to create and delete databases, database objects/structures, and when possible, also giving guidance in effective use of database features.
2	30%	E	*Provides technical assistance to developers in support of the database and data model*. Develop, execute or monitor execution of *plans/documentation* for installation, acceptance testing, implementation, or data conversion. *Convert or transfer database files or tables* from existing storage locations and formats to replacement locations and formats; develop and test automated means for performing conversion. DBA will be evaluated on success, coordination and collaboration with work effort team members (including 3rd party/outside agency contacts), accuracy, currency and existence of appropriate documentation. DBA will be evaluated on whether or not the issue or question is successfully resolved or answered, the effort/accountability of the DBA in researching and analyzing the problem and resolution time.
3	20%	E	*Identify or monitor the performance* and condition of critical components of the assigned database; analyze failures and initiate corrective actions. Establish and calculate optimum values for database parameters. *Monitor database performance or resource utilization* of in-production information systems; analyze readings and output from performance and capacity indicators; report utilization trends and any exceptions to target values as needed. *Adjust database* system configuration, user access or job scheduling to bring variant indicators of performance and capacity back within tolerance. *Identify or document changes needed* to software or services to accommodate forecast changes in workload, to correct system deficiencies, or to improve cost/performance ratios. *Test execution of the Disaster Recovery plan* for business continuity and system recovery; coordinate participation by business users. DBA will be evaluated on maintaining the availability and integrity of databases.
4	10%	E	Testing for information system software and tools: Work collaboratively with development, business, training and testing unit to deliver excellent customer service by testing software upgrades of applications and tools to ensure it provides or continues to meet functionality to meet business needs and application availability. Results are verified by Tools and DBA team members as well as the development, testing, outside Agencies and business area. The team, management and business is then notified of the test results. Once the testing is completed and requirements have been met, a go/no go decision will be made by responsible parties. DBA will be evaluated on meeting requirements, meeting work effort target dates/deadlines, growth/improvements in areas of technical support capabilities and leading increasingly larger work efforts, installation success and coordination and collaboration with work effort team members.
5	10%	E	*Mentor co-workers and communicate functional changes to internal and business users in assigned Database, software tools, in application software and application code processes, maintenance and support*.

Mentoring is an on-going task and will be reviewed by supervisor, getting feedback from Mentor, mentoree(s), business partners and ITS tester(s) and Business Analyst(s). Performance will be evaluated on effort/accountability of mentor, new staff progress in learning new systems and ability to complete increasingly more complex work efforts/tasks.

6	5%	M	*Ensure software and application documentation is prepared and updated as assigned projects, problem reports, work efforts and service requests are implemented to allow for effective maintenance/support/enhancement of assigned software.* Develop and document the technical processes, environmental lifecycles, application infrastructure, security, testing and procedures to adapt to a peer and customers environment. Specify policies, standards or procedures for safeguarding applications and data integrity (accuracy, completeness and confidentiality). Documentation may be reviewed by a supervisor, lead or business area associate. Documentation will be reviewed for accuracy, completeness and whether it is sufficient to provide information to effectively support/maintain/enhance the associated software or application.
7	5%	M	Complete timesheets, provide work status reports and attend Change Management and status meetings. Time sheets, status reports and attendance at meetings will be reviewed and/or approved by a supervisor. Time sheets will be reviewed for accuracy and completeness. Status reports will be reviewed for accuracy and whether sufficient information is provided so the supervisor is aware of obstacles/risks, issues, progress, milestones and target dates.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
    (X) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
    ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
    ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

  b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.
Title   **Position Number**

  N/A

23. Which statement best describes the results of error in action or decision of this employee?
    ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
    ( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
    (X) Major program failure, major property loss, or serious injury or incapacitation.
    ( ) Loss of life, disruption of operations of a major agency.
  Please give examples.
  Business Applications, software and issue resolution procedures may not be able to function to meet business needs and mandates, resulting in fines and other penalties. May not be able to transmit data to appropriate parties, thus disrupting their processes and resulting in fines and other penalties being imposed for the business program area. Major program failure could be the result if unable to provide solutions, disaster recovery, issue resolution resulting long term downtime for the customers and users of the Agencies programs. Business may be unable to get timely information to provide answers for legislators and services for clients. Software, system issues and failures could render business applications useless and impact quality of care, financial penalties or loss of funding for not meeting state and/or federal mandates.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Who?	How Often?	Purpose?
Developers	Daily	Support & Collaboration to meet essential and non-essential job functions
Supervisor	Monthly, or as needed	Collaboration, Status Updates, direction/goal setting, feedback
Fellow DBA/Tools team members	As needed	Collaboration to meet essential job functions
Business Analyst/PM	As needed	Collaboration and clarification to meet essential and non-

		essential job functions
Help Desk Analyst	Daily, or as needed	Help desk issue resolution, ticket, clarification, close-outs
Testers	As needed	Application testing of software upgrades, Collaboration & clarification to meet essential job functions.
Server/Network Team	As needed	Support & Collaboration, coordination and team interaction to implement new software and hardware upgrades for business Applications.
Business Users	As needed	Collaboration & to get clarification on business requirements and direction to meet business program needs.
Data Center/Computer Operations Staff	As needed	Notification of batch job abends. Collaborate to resolve batch Issues.
Outside agency/third-party contacts	As needed	Collaborate to initiate, maintain and support business applications, application software, testing, projects and work efforts.

---

25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal environmental conditions of typical modern offices. Work is predominately sedentary and requires minimal physical exertion. Normally seated, work allows for walking or standing at will. Limited travel for the purpose of training and the support of business users. Eye, back and neck strain through the use of a desktop computer and sitting for long periods. Back strain from lifting and moving, manuals (books). Stress caused by dealing with various critical situations and/or problems requiring additional time, and being on call 24 hours a day, 7 days a week (and frequently called). Working evenings and weekends as needed is expected to provide database management, deployments for applications and system software and tools.

---

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Telephone – Daily
Personal Computer/Laptop – Daily
Copier – Occasionally
FAX machine – Occasionally
Local Area Network (LAN) – Daily
Mainframe and System Software – Daily
Internet – Frequently
Printer – Daily
Calculator – Daily

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

    Education – General

Successful completion of 24 hours in computer science coursework or certification and one year experience designing/analyzing, coding, testing, debugging database programs or system software programming and analysis or, two years of experience designing/analyzing, coding, testing, and debugging database programs or system software programming and analysis. Education may be substituted for experience as determined relevant by the agency.

    Education or Training - Special or professional

See Education - General

    License, certificates and registrations

See Education - General

Special knowledge, skills and abilities

See Education - General

Experience - Length in years and kind

See Education General

---

28. SPECIAL QUALIFICATIONS
State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Preferred education or experience that may be used to screen applicants. This position is within the Tools and DBA section of Application Management and requires IT technical abilities, the following listed tools could be assigned as IT projects expand or are assigned.

- Knowledge and experience with application software tools and application development methodology through complete life cycles.
- Knowledge and experience with development platforms (mainframe / Windows Server / Windows Client) and software tools.
- Knowledge of one or more mainframe computer programming languages. Assembler, Cobol, Natural, SQL
- Knowledge and experience with any of the following mainframe system software; database management, operating systems (mainframe and Server), ADABAS database, DB2 z/os, DB2 LUW, Microsoft SQL Server Database, IBM WebSphere Application Server and Rational Developer(WAS, RAD, and RDz), IBM Host Access Transformation Services(HATS), EMC Enterprise Content Management (imaging, Captiva / Documentum) software, Image Now (imaging software) Siebel application administration or configuration, Seibel Tools, Oracle Policy Automation, Business Intelligence Publisher, Seibel CRM/Public Sector, IBM RequisitePro, ClearQuest, CA:GEN, CE-Access, CICS, TSO, Roscoe, Attunity, Microsoft Windows Server, Team Foundation, Subversion, Visual Studio, CompuWare, Vantage and dynaTrace, scripting languages.
- Assist with formulation of system scope and objectives, quality assurance review's, make independent decisions, acts as an internal consultant for, development staff, project and business staff in area of assignment.
- Abilities / deal effectively with the information technology needs of IT technicians and development staff; Business users, Software vendor and management staff.
- Good organization and workload management skills. Effective written and oral communication skills in order to establish and maintain good rapport with agency staff for effective and timely problem identification, resolution and work efforts.
- Education, that may be substituted for experience include Computer Science or Information Technology.
- Experience preparing technical specifications.
- Experience at leading others in small to medium projects or work efforts (1-6 months of effort) coordinating work efforts to install, enhance and configure assigned database and software products.
- Some positions in this class series may require a security clearance at the time of appointment

---

Signature of Employee Date	Signature of Personnel Official Date

Approved:

Signature of Supervisor Date	Signature of Agency Head or Date
	Appointing Authority